

# Instructions for CCAL Sample Submission

<http://www.ccal.oregonstate.edu>

Kathy Motter (541-737-5120) or Laura Hartley (541-737-0826)

Ship samples to Oregon State University, Shipping Office, c/o Laura Hartley, 191 SW 35<sup>th</sup> Street; Corvallis, OR 97331. Include “Water Samples: Refrigerate Immediately Upon Receipt” on the top of the cooler to alert receiving personnel. To ensure timely processing, the highest quality data and preserve sample integrity, samples must be received by Thursday afternoon unless arrangements are made in advance. Please contact CCAL to arrange for sample delivery and receipt. We appreciate at least 24 hours’ notice. We will be happy to help you coordinate sample delivery to the lab.

If you have special sample handling or analysis requests, please contact CCAL. We will work to ensure that you get the precise and accurate results you need in a timely manner.

## Form Instructions:

Mark desired analytes with F (filtered), U (unfiltered), B (both filtered and unfiltered). Samples must be filtered for orthophosphorus, ammonia, nitrate, nitrite, reactive silica sulfur and chloride. Please contact the lab if you have questions or concerns.

Please submit the completed form via the website. Be sure to include the estimated delivery date. Include a hard copy of the sample submission form with the samples (print in landscape mode), or a copy of the sample identification/field information. A hard copy form must be submitted with each sample set.

Contact the lab to determine the minimum volume of sample required for desired analyses, or see the sample collection information on the webpage.

Notify the lab of return post information for coolers, bottles and/or filters.

For more detailed information including a list of standard operating procedures, current charges, analyses and methodologies, see our website at <http://www.ccal.oregonstate.edu>, or contact Kathy Motter (541-737-5120) or Laura Hartley (541-737-0826).